

2008-2009 Performing Arts Tour Directory Application for Performing Artists

Description:

The Virginia Commission for the Arts supports touring by Virginia performing artists and ensembles within the state. Performing artists living in Virginia apply to be listed in the **2008-2009 Performing Arts Tour Directory** for the touring season of July 1, 2008 to June 30, 2009. Each artist/ensemble will have a set dollar amount reserved to support their touring. Any not-for-profit organization, school, or government agency can apply to receive a touring assistance grant from the Commission to support performances by artists listed in the Performing Arts Tour Directory. Grants are made to the presenter, not to the touring artist(s).

Deadline:

Application materials must be received by the Commission by **5:00 PM, April 2, 2007**. This is not a postmark deadline.

Eligibility & Criteria:

Eligible applicants include Virginia performing artists/ensembles and performing arts organizations. Eligible activities include programs listed in the Virginia Commission for the Arts Performing Arts Tour Directory which take place outside of the home area of the touring artist(s).

Applications are evaluated on the following criteria:

- 1) *artistic excellence*
- 2) *effective management*
- 3) *availability of similar touring programs in the state*
- 4) *cost effectiveness of the proposed tour*
- 5) *evidence of presenter interest in the proposed tour*
- 6) *impact of the proposed tour on the career of the touring artist or organization*

Application Review & Payment Procedure:

The artist/ensemble submits a complete application to the Commission by the deadline. An advisory panel reviews the proposals and makes recommendations to the Commission. The Commission approves artists/ensembles for touring support and reserves a block of funds for each. Decisions will be announced in June, 2007. By December 2007, the Commission will distribute the 2008-2009 Performing Arts Tour Directory.

The Commission will begin accepting touring assistance applications from presenters on March 15, 2008. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1, 2008. The Commission awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ ensemble's allocation. Award letters are generally mailed two weeks after receipt of each presenter's application by the Commission.

If an artist/ensemble listed in the 2008-2009 Performing Arts Tour Directory has booked a tour and used all of its original allocation by December 1, 2008, it may book additional performances and encourage the presenters to apply to the Commission's "wait list" on a first-come, first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain to the presenter that there is no guarantee of funding in this situation. After December 1, the Commission will pool any uncommitted touring funds and award them to presenters on the "wait list" or other presenters which apply to support activities of eligible artists/ensembles.

Note: Artists/Ensembles which are awarded an allotment of \$25,000 or greater may not receive any additional support through the "wait list."



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15 collated & stapled copies of #1-16 and one copy of #17-20 must be received by the Commission on or **before 5:00 p.m., April 2, 2007**. Applications via fax or email are not accepted. Original signatures are required. Contact Tatjana F. Beylotte for questions at tatjana.beylotte@arts.virginia.gov or 804/225-3132.

Mail application to:

Virginia Commission for the Arts
223 Governor Street
Lewis House – Second Floor
Richmond, VA 23219
804/225-3132 (phone)
www.arts.virginia.gov

Provide all the information requested below in the order listed and send it to the Commission at the mailing address above. Please type answers to all of the following sections on your own paper following the numbered sequence. Use 8 1/2" x 11" size white paper and 12 point or larger type. No double-sided copies please.

1. Type "**Artist Application for the 2008-2009 Performing Arts Tour Directory**" at the head of the page.
2. **Name of Touring Organization or Artist(s).**
3. **Contact Person (Manager/Agent).**
4. **Address, including city, and zip code.** (to be listed in directory)
5. **Telephone, fax, email, URL.** (to be listed in directory)
6. **Address and phone at which the Virginia Commission can reach the applicant for more information.** (If different from above)
7. **Tour Allocation Requested.** (The total allocation requested cannot exceed 50% of the total fees to presenters for all services. In other words, the total request cannot be greater than 50% of the total income figure in your proposed 2008-2009 budget. See item #11 on the next page.)
8. **Fees (or Range of Fees) to Presenters for one service.** For this application, a service is described as one concert, performance, workshop, lecture/demonstration or other program. (If you plan to tour only one service, or if all your services cost about the same amount, then just list the fee to the presenter.)
9. **Dates Available for Touring.** Please specify any touring constraints.
10. **Narrative Description.** A narrative description not to exceed two pages which includes the history of the organization or a biography of the artist(s); a description of each of the services to be toured (identify as "Service A, Service B." etc.); and the primary audience for each of the services. Solo artists or small ensembles should attach current resumes.

11. Budget for 2008-2009 Touring. The proposed touring budget for 2008-2009 should indicate the total income and expenses for your tour. Please use the attached budget form on page 3 (or replicate the exact form).

12. 2006-2007 Statement of Revenues and Expenses. Provide a statement of revenues and expenses for your 2006-2007 touring activities.

13. 2006-2007 Virginia presenters. Provide a list of all your 2006-2007 Virginia presenters/venues, including VCA-supported and non VCA-supported activities, and the fee paid by each.

14. Manager resume or brief biographical information. Attach a resume or biography on the person(s) who will be responsible for booking your tour. Please indicate his/her title or position relative to your organization or tour.

15. Critical reviews and Presenter Interest. Please provide critical reviews or other written endorsements of previous touring engagements as and letters or other evidence of presenter interest.

16. Signature of Authorized Agent of Touring Organization or Artist.

Name (Type)

(Title)

Signature

Federal Employer Identification Number (if any)

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Budget Form
2008-2009 Tour

INCOME:

Presenter's fee (performances)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (workshops)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (lectures)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (master classes)	\$ _____	(\$ _____ x _____ # of presenters)
Presenter's fee (residency)	\$ _____	(\$ _____ x _____ # of presenters)
Organization's operating budget	\$ _____	
Sales (CD, merchandise, etc.)	\$ _____	
Other _____	\$ _____	
TOTAL INCOME	\$ _____	

EXPENSES:

Artistic Salaries	\$ _____
Technical Salaries	\$ _____
Marketing/Promotion	\$ _____
Travel	\$ _____
Royalties	\$ _____
Administrative Overhead	\$ _____
Other _____	\$ _____
TOTAL EXPENSES	\$ _____

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ATTACHMENTS

(ONLY ONE COPY OF THE FOLLOWING IS NEEDED):

17. Tour Directory Information Sheet and Service Description Text: Complete the Performing Arts Tour Directory Information Sheet (see attached sheet on page 5) and provide an up to 300 word typed description of your art form and services (workshops, concerts, etc.) which will be published in the 2008-2009 Performing Arts Tour Directory if selected. Please include contact information, fees to presenters, dates available, technical requirements and primary audience(s). The description will be edited as needed by the Commission.

18. I.R.S. letter granting tax-exempt status: For organizations only. If applicable please provide a copy of your notification letter for the Internal Revenue Service showing your organization's tax-exempt status.

19. Photograph: Provide either an 8"x10" black & white, glossy/high resolution photograph or a high resolution 300 dpi JPG or TIFF image on a CD. Your name must be on the back of the photograph or the CD. Please identify the photographer, the artist(s) and the production (if applicable). This photograph will be printed in the 2008-2009 Performing Arts Tour Directory if you are selected.

20. Artistic Quality Documentation: Please provide an audio tape, compact disc, video cassette or DVD and a cue sheet describing the selection. Cue the recording to the selection/cut to be heard/reviewed; limit 3 minutes. If you perform several styles of work, you may edit the tape to include three 1 minute segments demonstrating different work. Applicants must include a self-addressed stamped envelope to ensure the return of the video tape, audio cassette, compact disc.

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Performing Arts Tour Directory Information Sheet

Please type answers to all of the following sections on your own paper following the numbered sequence. Use no more than 2 8½" x 11" sheets of paper. Use 12 point type. The concert, workshop, performance description will be included and edited as needed. Please limit the description to no more than 300 words. Information below will be published in the 2008-2009 Performing Arts Tour Directory if accepted.

- 1. Artist/Ensemble Name.** Name of artist/ensemble as you would like it to appear in the 2008-2009 Performing Arts Tour Directory.
- 2. Discipline.** Please indicate under which of the following disciplines you wish to be listed: Dance, Multi-Discipline, Music, Opera, or Theatre. You may apply under one discipline only.
- 3. Name and title of contact person.** Please provide the name of the individual presenters should contact.
- 4. Address.** Provide the mailing address of the contact person listed above.
- 5. Phone Number(s).** Provide the telephone number(s) for the contact person listed above.
- 6. Fax Number.** Provide the fax number for the contact person listed above.
- 7. E-mail.** If applicable, provide the e-mail address for the contact person listed above.
- 8. URL (web site).** If applicable, provide the web address for the group listed above.
- 9. Fees Per 1 Service.** Using the following format, list the title of and fee for each service. Please note whether each fee includes travel, per diem, accommodations, etc. Be sure that these fees agree with the fees listed on the application.

Title of Service	Fee
_____	\$ _____
_____	\$ _____

- 10. Other Fee Information.** List any special rates, discounts, etc. (i.e. block-booking discounts).
- 11. Dates Available.** Please provide information regarding any restrictions regarding your touring availability. If you are available year round, indicate by typing "Throughout the year."
- 12. Primary Audience.** With what age group(s) are you interested in working? (All ages, special characteristics, etc.) If students, please specify grade level(s).
- 13. Technical Requirements.** If applicable, please indicate any technical requirements.
- 14. Tour Directory Copy.** Please describe the specific services offered for touring rather than extensive biographical information (which can be sent to interested presenters at a later date). Please identify each service. Limit the copy to no more than 300 words and use only 1 sheet of paper.

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Tips on Applying for Inclusion in the 2008-2009 Performing Arts Tour Directory

1. Read application instructions carefully. Also see the *2006-2008 Guidelines for Funding* and visit the Commission's website www.arts.virginia.gov before applying.
2. Artistic quality as demonstrated by your audio or video tape is the most important factor, so it is vital to submit a high quality recording. It is your responsibility to cue your tape to the 3-minute portion you want the panel to see.
3. You may edit your tape in any way you wish to demonstrate different styles or kinds of performances. Most applicants submit a continuous 3-minute segment of tape.
4. Select the type of work which is as close as possible to the work you proposed to tour. Give careful thought to the selection of work you want the panel to see/hear.
5. We encourage you to contact the Commission office to obtain a list of the Performing Arts Tour Directory panelists. We recommend you add these individuals to your mailing lists and inform them as well as the Commissioners of any performance dates occurring prior to the panel meeting. Although the panel will be reviewing your work sample, a better understanding of artistic quality can be observed through a live performance.
6. The budget section should reflect a realistic estimate of your Virginia touring expenses. It is used to evaluate your management ability and your ability to carry out the proposed tour, so there should be a clear relation between the number of proposed presenters, the presenter fee, and your estimated expenses.
7. The advisory panel is also concerned with your commitment to touring in Virginia; is it an important part of fulfilling your or your organization's mission, or merely an "afterthought" ?
8. **For Previous Applicants:** Whether your past application was successful or not, it is recommended that you submit a new work sample each year for several reasons: first and most important, the advisory panel wants to review your most recent work. Second, some advisory panel members will have served on last year's panel and you have a better chance of impressing them with "fresh" work than with last year's tape. HOWEVER, the most important factors are quality of work and how well the tape illustrates what you propose to tour; if last year's tape meets these criteria, it is probably the tape to send.
9. **For Current Tour Directory Artists/Organizations:** Once you are in the Touring Program, staying in the Program in future years is neither automatic nor guaranteed. If you have been in the Touring Program before, the panel will review your funding history and the use of your allocation. Since the panel meets in the middle of the presenter application season which will run March 15-December 1, they mainly look to the previous year's record as evidence of a complete season but may also inquire about what bookings you have planned for the most recent year. Funding is more competitive than ever, so leaving a significant portion of your current allocation unused will reflect badly on you during a future application process.
10. Because the Touring Assistance Program's purpose is to increase opportunities for Virginians to see high quality performing arts events, the panel may also review your list of presenters who have received Touring Program funds. Have you used your past allocations to build new audiences, or merely to subsidize engagements where you have appeared for many years without Touring Program support?